

**Subject:** RE: RE: Meeting tomorrow  
**From:** "Sarah Hutchinson" <SHutchinson@ccala.org>  
**Date:** 08/15/2016 04:02 PM  
**To:** "Henna Sherzai" <HSherzai@downtownla.com>

Sure, no prob!

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**From:** Henna Sherzai  
**Sent:** Monday, August 15, 2016 3:55 PM  
**To:** Sarah Hutchinson <SHutchinson@ccala.org>  
**Subject:** Meeting tomorrow

Hi Sarah,

We have some guests for a meeting at 10:30 AM tomorrow. Can you please help with drink set-up? List below for security. Thanks!

- Joe Fernandez- can go into conference room upon arrival
- James Malone- can go into conference room upon arrival
- Samantha Martin- can go into conference room upon arrival
- Heather Eichele- please ask to wait outside of conference room
- Andre Philip- please ask to wait outside of conference room

Thanks!

**Henna Sherzai**  
Director of Marketing & Communications

 <https://www.downtov>

**Downtown Center Business Improvement District**  
626 Wilshire Blvd., Suite 200 | Los Angeles, CA 90017  
Call: 213-416-7515 | Fax: 213-624-0858  
Web: [DowntownLA.com](http://DowntownLA.com)



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